



**STAFF CODE OF CONDUCT**

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## **2020**

In Jonesboro' Primary School we want all our pupils and staff to feel happy, safe and secure so that they can benefit fully from their time in school and be enabled to contribute wholeheartedly to the educational experience which our school offers.

We aim, at all times, to behave appropriately and warmly towards each other and to support one another both personally and professionally. As staff members in the school, we are mindful that our behaviour towards our pupils should always be above reproach and we acknowledge the need to exercise prudence in our dealings with the children in our care.

We subscribe to the following good practice in these areas:

### **Verbal Interaction**

- All verbal exchange in school shall be conducted in a calm and professional manner. Only in unusual circumstances, for example in emergency situations or when attracting attention in large areas, will voices be raised. Sarcastic, threatening or demeaning verbal interaction is not acceptable. Verbally humiliating or frightening pupils as a means of punishment is not acceptable. The use of humour can be helpful in diffusing situations but the humour used must be understood and appropriate. Members of staff should never discuss a child in a negative manner while the child or other children are present.
- When the need arises to interview a pupil alone it is wise to let another member of staff know that the meeting is happening and where it will be taking place. The venue should, if at all possible, have a window and, if this is not so, a door should be left ajar if this is appropriate to the meeting.

## Physical Contact

- It is good practice to avoid **unnecessary** physical contact with our pupils. We acknowledge, however, that it is neither practical nor desirable to suggest that there should be no physical contact and we would not wish to see a distressed child deprived of a reassuring or comforting touch because of a fear of physical contact. Where a pupil indicates, however, that he/she is uncomfortable with such contact it should never take place. Additionally, it is prudent to avoid any physical contact which might be open to misinterpretation by the student or by others.
- Where physical contact is required to maintain the safety of the pupil or others around them that safety must take precedence over all other considerations.
- There should **never** be any physical response to misbehaviour, whatever the provocation, except where it is required to maintain the safety of the pupil or that of others. In this event the reasonable force policy should be fully adhered to and the incident reported immediately to the Principal.

## Communication / Technology

- It is **strongly recommended** that members of staff do not allow pupils to have access to their personal mobile phone numbers or to their personal email addresses. If contact via mobile phone is necessary eg on a school trip, a mobile phone (or a SIM card) provided by the school should be used. All electronic communications with pupils should be via the official school e mailing system.
- Social Networking Sites present particular difficulties for staff in all schools. Great care must be taken to ensure that appropriate boundaries are maintained between staff and pupils at all times. It is **strongly recommended** that no member of our staff communicate with pupils via social networking sites. Information directly related to the school community should never be posted on personal social networking sites. Staff should also be mindful of content attributable to them, posted on others sites (eg. friends and family) who may not have the privacy settings recommended.

## **Duty of Care**

Teacher and other staff are accountable for the way in which they exercise authority, manage risk, use resources and protect pupils from discrimination and avoidable harm. Staff should be aware of these responsibilities and remain vigilant with regard to the safety of the children in their care. Children should never be left unattended. ALL staff should note, that they are fully responsible for the children under their supervision, be that in the classroom setting, play grounds and dining/canteen areas

## **First Aid**

If it is necessary to administer first-aid this is best done with another person present. The welfare of the pupil is, however, paramount, and intervention should **never** be delayed because there is no other adult present.

## **Relationships and Attitudes**

- Within the Pastoral Care Policies of Jonesboro' Primary School staff should ensure that their relationships with pupils are appropriate to the age, maturity and gender of the pupils, taking care that their conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought.
- It is inevitable that some of our teaching will involve the use of sensitive materials and it is very difficult to anticipate when these might impact negatively on our pupils. If the material to be used is very contentious, and if there are concerns about any pupils in a class in relation to it, it is good practice to consult with the Principal.
- We value greatly the relationships which exist between staff and pupils in Jonesboro' Primary School and we would wish to see those maintained. It is always necessary, however, to ensure that these relationships are appropriate and professional so that the warm and caring atmosphere which is an integral part of our community and which is so nourishing for everyone is enabled to flourish.

## **Dress and Appearance**

A person's dress and appearance are matters of personal choice and self-expression. However adults should dress in ways which are appropriate to their role and this may need to be different to how they dress when not at work. Adults who work with pupils should ensure they are dressed appropriately for the tasks and the work they undertake. Those who dress in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegations. Staff will all be provided with an official Staff T-shirt which can be worn for all activities

## **Monitoring of the Code of Conduct**

The monitoring of the actions described in the Code of Conduct is the responsibility of all staff. Any breaches of the Code must be reported according to the Safeguarding Procedures or to the Principal, a senior member of staff, or to a member of the Board of Governors. The matter will then be dealt with according to Safeguarding Procedures or the Disciplinary Procedures.

## **Conduct in Relation to 'Covid' Practices**

All aspects of this policy should take cognisance of the most up to date advice from both Public Health Service and Department of Education.